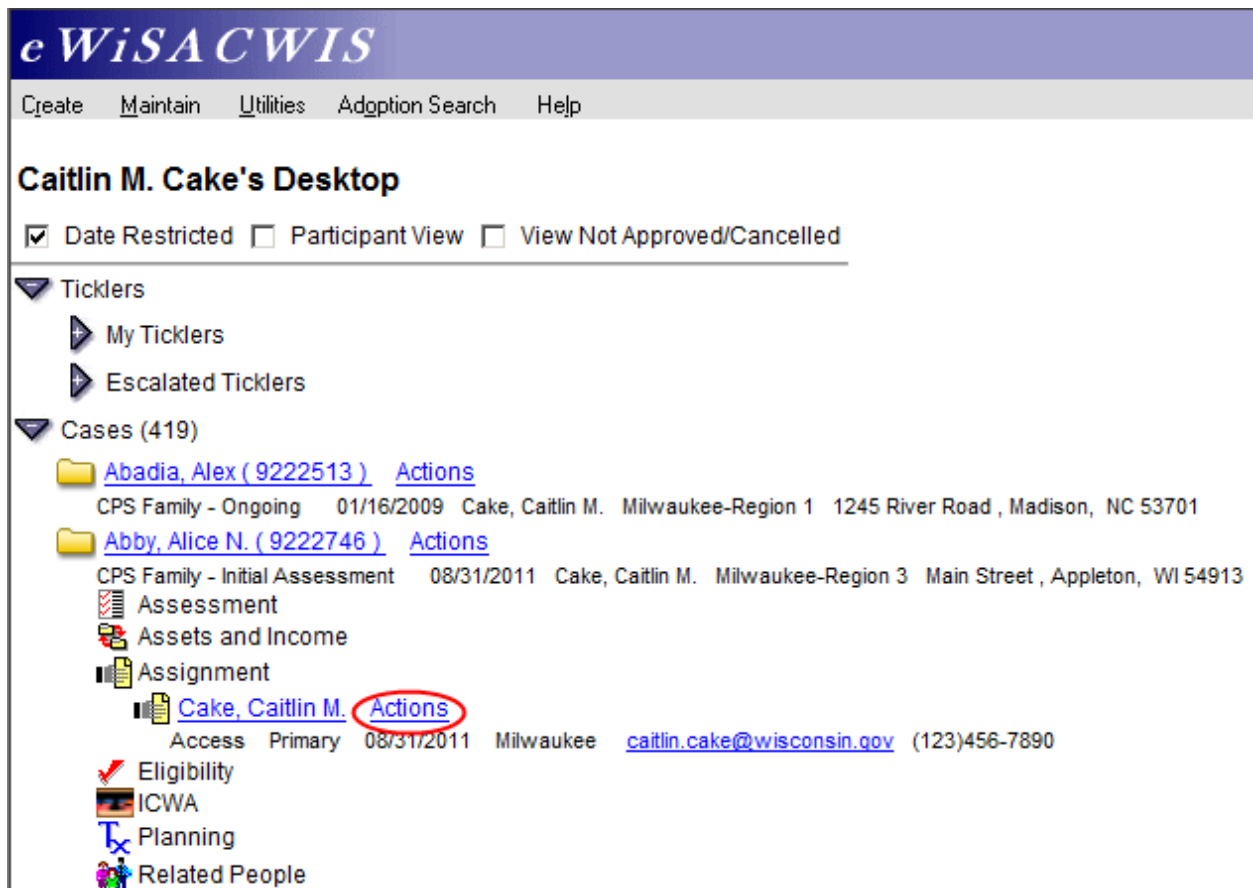


## Assigning a Case (Supervisor)

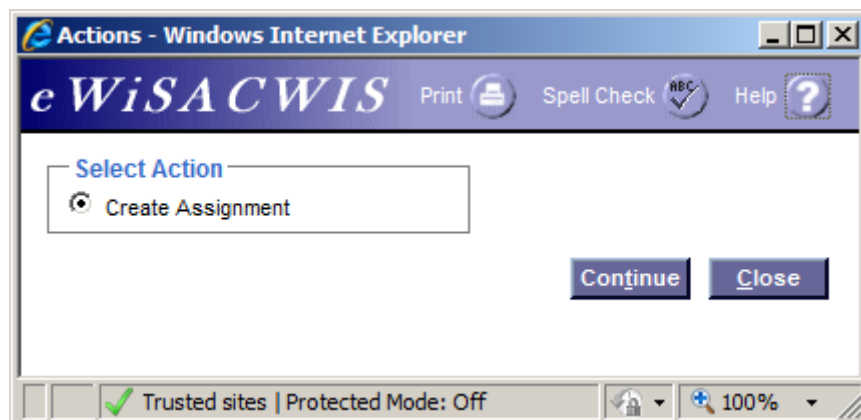
**Note:** In order to create an assignment, an assignment to the case is not needed.

**Note:** The Create Worker Assignment page provides the ability to create multiple assignments to a case at once.

1. From the supervisor's desktop, expand the Cases icon and click on the appropriate case icon. Click on the Assignment icon. Click on the Actions hyperlink for a worker assignment row.



2. On the Actions page, click Continue.



- On the left side of the Create Worker Assignment page, click on the appropriate Select hyperlink(s) of the worker(s) you want to assign the case to. If you do not see his/her name, go to the View By group box and select County/State. On the left side of the page will be a listing of all counties. Select the appropriate county and look for the name of the person you want to assign the case to. When identified, click on the Select hyperlink next to the worker's name. There is no limit as to the number of assignments you can create for a case.
- On the bottom of the page is the Assignment Definition and Details group box. Type, Responsibility, and Role are all drop-down values. Select the appropriate value for the type of case assignment for each worker. Remember, there can only be one Primary Assignment.

- The Current Worker group box indicates the name of the current worker assigned to the case.
- The Current Worker Status group box relates to the assignment status of the current worker assigned to the case. If the assignment for the current worker should be closed, click the Close radio button and her assignment will close when the new worker is assigned to the case.
- The Assignment Definition and Details box will pre-fill with the new worker assigned (Worker Name), the case name (For), and the date the assignment was effective for (Start Date).
- Once completed, click on the Assign button. eWiSACWIS will create a new assignment, close the current worker assignment (if selected), and notify all people assigned to the case of any change in case assignment via e-mail.